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AFMAN 33-326, *Preparing Official Communications*, 01 November 1999, is supplemented as follows: The OPR for this supplement is 62 CS/SCSA (SSgt Akers).

SUMMARY OF REVISIONS

Changed paragraph **1.6.5. (Added)** to reflect new groups created during the reorganization of the Air Wing organizational structure. Corrected paragraphs 4.10.1 and 4.10.2. to reflect correct paragraph numbering. Changed paragraph **6.2.3.** to read “standard mail” versus “third-class mail”. **A bar (|) indicates a change since the last revision.**

1.4.1. In the absence of suspense dates, the following types of communications should be answered within these time frames listed:

Congressional Inquiries	24 hours
Correspondence/Messages from General Officers	72 hours
Correspondence/Messages from Higher Headquarters	5 days
Communications from other AMC agencies	7 days

NOTE: The OPR will immediately notify the wing command section in the case of congressional, Inspector General (IG) interests, distinguished visitor (DV) visits, and communications from general officers.

1.6. (Added) Authentication. Wing and group staff agencies are authorized to authenticate correspondence pertinent in their area of responsibility. Authentication must be accomplished by the staff agency chief or designated representative. Correspondence which may have a potential major impact on the wing or group because of policy or procedural implications are listed below. This list is not all inclusive and when doubt exists, refer the correspondence for a signature of the appropriate commander. Correspondence referred to the commander for signature will be written in the first person. A command signature element is required for correspondence addressed to:

1.6.1. (Added) A general or flag officer on any subject.

1.6.2. (Added) An AMC staff agency chief. Routine replies to requests for information do not require a command signature element: Record copy will show coordination by 62 AW/CC or the 62 MSG/CC in accordance with this instruction.

1.6.3. (Added) HQ 15 AF command section.

1.6.4. (Added) A reply to inspection from higher headquarters.

1.6.5. (Added) A response to a special directive or HQ AMC Special Interest Items. Except for routine responses to requests for information, or when directed to do otherwise, correspondence intended for HQ USAF or HQ AMC staff agencies will be addressed to the appropriate 15 AF staff agency for subsequent referral to higher headquarters. An information copy of correspondence to 15 AF will not be forwarded to HQ USAF or HQ AMC unless directed to do so by HQ USAF or HQ AMC, or when it has been approved by the 62d Airlift Wing Commander or Vice Commander, 62d Maintenance Group (62 MXG), 62d Medical Group (62 MDG), 62d Operations Group (62 OG), or 62d Mission Support Group (62 MSG) Commander or their designated alternates.

4.11. (Added) **Categorically (Cat) Addressed Correspondence.** The following are the only categorical (CAT) addresses approved for use by the 62d Airlift Wing (62 AW).

4.11.1. (Added) CAT II. AMC Squadrons, Staff Agencies and Tenant Units: (One copy or more)

4.11.2. (Added) CAT VI. AMC Squadrons, Staff Agencies and Tenant Units: (One copy each)

4.11.3. (Added) All categorically addressed correspondence may be addressed as either CAT II or CAT VI instead of using the full address. A survey on the distribution of CAT letters will be conducted as needed. Emphasis will be on the minimum number of copies required to accomplish the mission. CAT addresses will not be used for distribution of classified correspondence. Distribution of CAT addressed communications will be made by the Base Information Transfer Center (BITC). Indicate in the Remarks section of the Defense Automated Printing Service print request form "deliver to 62 CS/SCSA." For special distribution, the following examples are provided for guidance:

TO: CAT II (Except Tenant Units or office symbols) -Use when you need to exclude specific organizations.

TO: CAT VI (First Sergeant - 1 copy) -Distribution for specific office/individual.

5.2.3.5. All requests for reproduction and new Form Memorandums (FM)/Guide Memorandums (GM) will be approved by the squadron Form Memorandum Monitor or the unit commander. The Defense Automated Printing Service printing request form will be addressed to Defense Automated Printing Service (DAPS) and will be signed using the duty title "Unit Form Memorandum Monitor" unless signed by the commander. Enter the approximate monthly usage in the remarks section. Enter the total amount needed which will not exceed a 3-month supply unless approved by the Chief, Administrative Communications (62 CS/SCSA).

5.2.3.6. (Added) Each FM or GM will be numbered if the office uses more than one form memorandum. The number will include the complete functional address symbol, FM or GM and number (Example: 62 CS/SCSA FM-1 or 62 CS/SCSA GM-1). The form/guide memorandum number is placed in the lower left corner and approximately one inch from the bottom, or on the folder if the user does not want the number to appear on the letter.

5.2.3.7. (Added) Each squadron/staff agency should have one information manager to control, review and maintain all form memorandums. For large organizations with numerous branches and sections that have numerous form memorandums, your branch information management office should establish control. The wing's Form Memorandum Monitor (62 CS/SCSA) will act as an advisor and will assist in the development of new form memorandums.

6.2.3. To preclude a surcharge by the United States Postal Service (USPS), activities will avoid sending First Class mail weighing one ounce or less and standard mail weighing two ounces or less in nonstandard envelopes.

6.3.5. Return addresses will not be handwritten. They can be typewritten, machine printed or rubber-stamped.

6.5. **Mailing Labels, Cards and Self-Mailers.** Approval is required by 62 CS Administrative Communications Branch when requesting printing of mailing cards and self-mailers.

6.6. **Preparation and Content of Mail Indicia.** Approval is required by 62 CS Administrative Communications Branch when requesting reprinted envelopes with the G-1 permit.

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